



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EMPLOYMENT STANDARDS PROGRAM MANAGER

Job Number: 20000902

Job Code: 37590V000101

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 04/01/1994

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the state wage and hour investigation program and supervises wage and hour investigators. Resolves more complex investigations involving businesses to assure compliance with applicable state and federal labor laws. Represents the Cabinet in negotiations with businesses cited for violations of labor laws to obtain settlements or compliance; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (including a minimum of two courses in accounting or math).

EXPERIENCE:

Must have five years of experience in payroll inspection/auditing, payroll analysis, payroll preparation/ computation, or an investigative field that involves the auditing/examination of financial records.

Substitute EDUCATION for EXPERIENCE:

Additional training in accounting or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above or related fields will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises wage and hour investigators. Oversees wage and hour investigations of business establishments to assure compliance with state and federal laws and regulations, as well as program procedural requirements. Assists the Division Director in resolving and adjudicating difficult cases and complex investigations. Responsible for negotiating financial settlements with businesses cited for violations. Communicates and assists in obtaining clarification of applicable laws and regulations with the assistance of the Office of General Counsel, and advises the Director of related issues. Responsible for developing and implementing training programs for wage and hour investigators. Responsible for communicating with the public concerning difficult applications of laws and regulations governing employment standards issues. Prepares Tentative Findings of Fact and reviews case files submitted to General Counsel for procedural hearings or legal action.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel will be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.